![District of Columbia Office of the State Superintendent of Education (OSSE) logo]

DEADLINE: Sept. 6, 2024 at 3 p.m.

DCTAG Required Supporting Documents Checklist

DIRECTIONS: Upload **one Section 1** document, **one Section 2** document, and **Section 3:** 2024-25 FAFSA Submission Summary (FSS) to the DC OneApp. (All supporting documents **must be** correctly uploaded at the same time.)

SECTION 1: DOMICILE VERIFICATION
(One of the following)

- [ ] 2023 Certified D-40 Tax Return from the DC Office of Tax and Revenue (OTR)
- [ ] 2023 Certified D-40 Tax Extension (FR-127) **with** 2022 Certified D-40 Tax Return from the DC OTR
- [ ] 2023 Filed/Processed D-40 Tax Return **(signed <u>and</u> dated by parent/legal guardian or independent student)**
- [ ] 2023 Filed/Processed D-40 Tax Extension (FR-127) **with** 2022 Filed/Processed D-40 Tax Return **(signed <u>and</u> dated by parent/legal guardian or independent student)**
- [ ] 2023 Electronic D-40 Tax Return Certification (via dconeapp.dc.gov - select the "D-40 Authorization" tab)
- [ ] 12-month (Jan. – Dec. 2023) Child Support Statement
- [ ] 12-month (Jan. – Dec. 2023) Retirement/Annuity Statement
- [ ] 12-month (Jan. – Dec. 2023) Social Security Disability Income (SSDI) or Social Security Income (SSI)
- [ ] 12-month (Jan. – Dec. 2023) Temporary Assistance for Needy Families (TANF)/Supplemental Nutrition Assistance Program (SNAP)/Food Stamp Statement or "TANF/SNAP Authorization Request" Form
- [ ] 12-month (Jan. – Dec. 2023) Unemployment Benefits or Worker's Compensation Disability
- [ ] Unaccompanied Homeless Youth Documentation of Independent Student Status **(dated for 2024);**
- [ ] Ward of the Court Letter **(dated for 2024)**

SECTION 2: PROOF OF RESIDENCY
(One of the following)
Document MUST (1) be no older than _45 days,_ and (2) have: _Parent/Legal Guardian's Name or Independent Student's Name, Date AND Address._

- [ ] Bank or Mortgage Statement – *no credit card statements permitted*
- [ ] Pay Stub
- [ ] Utility Bill (gas, water, cable, electric, land line phone) – *no cell phone bills permitted*
- [ ] Utility Letter (from landlord or on rental office letterhead, stating utilities are included in rent)

AND
SECTION 3: 2024-25 FAFSA Submission Summary (FSS), formerly known as the Student Aid Report (SAR)
(For FAFSA Submission Summary go to www.fafsa.gov.)
- [ ] 2024-25 FSS – with Student Aid Index (SAI) formerly known as Expected Family Contribution (EFC)

- -

Reminder: DCTAG applicants who were not enrolled in a college or university during the most recent academic year, and new DCTAG applicants who previously attended college or returning DCTAG applicants who missed a year or more of DCTAG eligibility may be required to submit domicile verification for previous year(s).

If you have questions about the required supporting documents, or believe you have an extenuating circumstance, please contact your DCTAG advisor via dconeapp.dc.gov or at (202) 727-2824.

Submission of the documentation on this list does not ensure DCTAG eligibility. Applicant circumstances may vary, and the Office of the State Superintendent of Education (OSSE) may require additional documentation to verify eligibility.